

Request for Proposals for Memorandum of Understanding Effective October 3, 2003

This document constitutes an offer to enter into a Memorandum of Understanding (MOU) from qualified Kentucky Agency for Substance Abuse Policy Local Boards (Local Boards) to furnish those services as described herein for the Kentucky Agency for Substance Abuse Policy (KY-ASAP). **Receipt of this request is not, in and of itself, a statement that your local board is “in good standing” or meets any other necessary qualifications.**

I. DESCRIPTION OF SERVICES REQUIRED

The Kentucky Agency for Substance Policy is required by statute to support the coordinated funding, planning and evaluation work of the members of the KY-ASAP State Board and the KY-ASAP Local Boards. KY-ASAP recognizes that the work has only begun and that the investment funds previously provided to these KY-ASAP Local Boards has not been sufficient to address all the gaps in services and strategies that vary from community to community. This is an opportunity for KY-ASAP Local Boards established prior to March 1, 2003 to obtain additional investment funds for the agencies and organizations of the community served by the KY-ASAP Local Board to be used to address present gaps in services or strategies recorded in the Needs and Resource Scan and the KY-ASAP Local Board Strategic Plan. These funds may be expended on such areas as:

ATOD Prevention:

- K-12 school-based prevention programs
- Environmental strategies that may target access, availability, enforcement and/or regulations which may include vendor education, shaping community norms, or increasing law enforcement and regulations; and
- School-based, work-force based and/or health care-based strategies and/or programs that target pregnant women and women of child bearing years and/or 18-24 year olds.

AOD Treatment:

- Inpatient Services;
- Outpatient Services;
- Other treatment services that specifically target youth (18 and under) or women;
- Transportation; and
- Stigma.

Smoking Cessation:

- Cessation program availability; and
- Access and availability targeted strategies that may include transportation, alternative sites and cost sharing of nicotine replacement products.

The KY-ASAP Local Board must be in good standing as prescribed in KRS 12.300, 12.332, and 12.334 in establishing KY-ASAP and the accompanying regulations, 10 KAR 7:010 and 10

KAR 7:020, to be eligible. This is a one-time opportunity for KY-ASAP Local Boards that have successfully completed their strategic plan and does not assure a renewal of funds for FY 2005.

II. INFORMATION AND DATA REQUIRED OF EACH OFFEROR

Offerors should submit a signed proposal to the Kentucky Agency for Substance Abuse Policy by close of business (4:30 p.m. EDT) November 18 2003. The KY-ASAP office is located at 859 East Main Street, Suite 7 A&B, Frankfort, Kentucky 40601. The proposal should demonstrate the following:

1. The KY-ASAP Local Board was established prior to March 1, 2003, and is in good standing with the KY-ASAP regulations and statute.
2. The funds will be used in accordance with the KY-ASAP Local Board's strategic plan, and the proposed expenditure request has been approved by the KY-ASAP Local Board.
3. The community that the board serves needs these additional funds to meet gaps revealed through the needs and resource scan process and imbedded in the KY-ASAP Local Board's strategic plan.
4. The budget proposed by the KY-ASAP Local Board includes both a budget and budget narrative that includes cost allocations of the requested funds. No budget request may exceed \$20,000. The final budget will be negotiated between KY-ASAP and the KY-ASAP Local Board, and the award may be less than the pricing requested.

III. RELATIVE IMPORTANCE OF PARTICULAR QUALIFICATIONS

After determining that a proposal satisfies the basic requirements of this Request for Proposals, the proposal shall be evaluated based on the following subjective evaluation factors:

- 1- The role of the KY-ASAP Local Board is to assist in the coordination of the development of policies that affect the planning, funding and evaluation of agencies that serve the community in the area of substance abuse prevention and treatment and smoking cessation. The Strategic Plan developed by the KY-ASAP Local Board should serve as the community's master plan for program and strategy selection and funding allocations made by all agencies and associations that serve the community. **Explain in 2-6 pages** how the KY-ASAP Local Board will target the investment by addressing the following:
 - i. The targets for investment. The KY-ASAP Local Board may select from those strategies listed herein under Roman Numeral I. (5 points)
 - ii. The process used to review and/or update the community needs and resource scan and the gaps revealed by the scan that still remain since the KY-ASAP Local Board was established. (Please attach relevant sections of the needs and resource scan that support your targets for the additional investment.) (15 points)

- iii. The sections of the KY-ASAP Local Board's community strategic plan developed by the KY-ASAP Local Board that targets these areas and/or populations that the additional investment will underwrite. (Please attach relevant sections of the strategic plan that support the targets for the additional investment.) (15 points)
 - iv. The process that will be used to decide how the KY-ASAP Local Board will allocate these funds to the most appropriate agencies, organizations or associations that serve citizens who reside in the counties for which the KY-ASAP Local Board is responsible. For example: with the KY-ASAP Local Board sole source the investment and if so to whom; will the KY-ASAP Local Board coordinate a funding process and if so how will this process be developed and implement?(10 points)
- 2- Please indicate the month and year the KY-ASAP Local Board was established, the names of the counties served by the KY-ASAP Local Board, and the members who sit on the KY-ASAP Local Board. Also attach the letter received from the KY-ASAP Agency that verifies that your KY-ASAP Local Board is in compliance with all appropriate statutes and regulations so that the reviewers will have the necessary confirmation. (10 points)
- 3- Please attach the meeting summary that records the KY-ASAP Local Board discussion about this MOU and which targets should be selected for this additional investment as well as the meeting summary of the KY-ASAP Local Board approving the response to the MOU, if different. Include a verification signed by the local board secretary that these are the official meeting summaries and that the meeting complied with the Open Meetings Law and with the KY-ASAP Local Board's by-laws. (20 points).
- 4- Explain budget and related justification for use of the dollars invested (25 points).

The KY-ASAP Agency reserves the right to request additional information, orally or in writing, from any offeror who has submitted a proposal to determine the offeror's qualifications for further consideration. Any request shall not disclose any information derived from proposals submitted by other Offerors.

IV. GENERAL INFORMATION

Any questions regarding this Request for Proposals for Personal Services Contract are to be directed to D.G. Mawn at 502-564-8262.

Additional information about KY-ASAP can be founded at WWW.KY-ASAP.KY.GOV.

Responses must be submitted by 4:30 p.m. (Eastern Daylight Savings Time) November 18, 2003. Late submissions will not be considered. Submit responses to D.G. Mawn, Deputy Executive Director, KY-ASAP, 849 East Main Street, Suite 7 A-B, Frankfort, Kentucky 40601.

The **original application and 3 copies**, including appendices, must be submitted. Do not submit any item that cannot be photocopied using normal automatic feed processing. Do not fold, staple, paste or submit any item on paper size other than standard 8-1/2 x 11 inch white office paper. All items, other than attachments, must be typed on one side of standard 8-1/2 x 11 inch white paper, use clearly readable type size, double space all narrative and budget sections, number pages consecutively from beginning to end, including appendices. Appendices must be labeled and separated from the narrative sections. Please include a table of contents.

Offerors are advised that any contract resulting from this MOU must comply with all applicable provisions of KRS 45A and KRS 12.210 prior to becoming effective.

The KY-ASAP Agency reserves the right to cancel this Request for Proposals at any time for any reason.